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Personnel

ANNUAL INSPECTOR GENERAL AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. It describes the annual John P. Flynn and Howard W. Leaf Inspector General Awards. It explains eligibility requirements, the selection process, and the Secretary of the Air Force Inspector General's (SAF/IG) award presentation. This publication applies to all major command (MAJCOM), field operating agency (FOA), and direct reporting unit (DRU) activities authorized an inspector general (IG).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction incorporates the John P. Flynn award to the annual inspector general awards program and identifies two categories for the Howard W. Leaf award.

1. John P. Flynn Inspector General Awards.

1.1. Award Description. The John P. Flynn Inspector General awards recognize the Inspector General Complaints and Investigation Program Office at Wing/Installation and NAF/MAJCOM/DRU/FOA levels that best provide outstanding service and make significant contributions to the Air Force mission.

1.2. Award Categories.

1.2.1. Category I. Wing/installation level complaints and investigations program office, including wing/installation-level AFRC and ANG IG offices.

1.2.2. Category II. NAF/MAJCOM/DRU/FOA, or equivalent level complaints and investigations program office, including AFRC.

1.3. Award Eligibility. Offices in the above categories are eligible regardless of rank/grade structure or number of personnel.

1.4. Selection Criteria.

1.4.1. Job Performance. Examples may include number of cases, degree of difficulty, timeliness, mission impact, perceptive root cause identification, and recommendations for resolution.

1.4.2. Initiative. Examples may include innovative programs that contribute to the Air Force investigation system such as detailed investigation plans for IOs, quality review tools, methods of actively managing cases (as opposed to merely reporting status), and marketing of the IG program.

1.4.3. Training. Examples may include participation in training opportunities, either as an instructor or student, any initiatives for investigating officer training and management initiatives designed to aid in meeting timeliness standards.

1.5. Submittal of Nominations. All nominations for the previous calendar year must arrive at Secretary of the Air Force, Inspector General (SAF/IG), 1140 Air Force Pentagon, Washington DC 20330-1140, by 1 February.

1.6. Records Disposition. Maintain and dispose of all records created as a result of processes prescribed in this publication IAW AFMAN 37-139, *Record Disposition Schedule*

2. The Howard W. Leaf Inspector General Awards.

2.1. Award Description. The Howard W. Leaf Inspector General awards recognize the outstanding enlisted and officer (or civilian equivalent) inspectors in the United States Air Force assigned to a MAJCOM/FOA inspector general team.

2.2. Award Categories

2.2.1. Category I. Enlisted/ Civilian Equivalent. Nominees will be inspectors in the rank of Senior Master Sergeant and below or the grade of GS-10 and below.

2.2.2. Category II. Officer/Civilian Equivalent. Nominees will be inspectors in the rank of 2nd Lieutenant through Lieutenant Colonel and below or the grade of GS-11 through GS/GM-14.

2.3. Award Eligibility . Each MAJCOM , FOA, and DRU authorized an IG by AFD 90-2, *Inspector General--The Inspection System*, may submit one nomination for each award category. Nominees must have been assigned to an inspector general team as an inspector for a minimum of one year.

2.4. Selection Criteria.

2.4.1. Job Performance. Examples may include significant inspection findings, positive mission impact, perceptive root cause identification for inspection findings, astute and creative recommendations for problem resolution, concise and effective presentation of ideas, or any other area that help improve inspection quality.

2.4.2. Initiative. Examples may include the development of innovative programs that contribute to the Air Force inspection system, such as improved inspection techniques, guidelines, inspection methodology, etc., emphasizing what was done, why it was important, and the actual results achieved.

2.4.3. Professional Qualities. Examples may include military appearance and bearing, enthusiasm, positive attitude, self-improvement, efforts to share experience with inspected units, active representation of the Air Force in community and civic programs, etc.

2.5. Submittal of Nominations. All nominations for the previous calendar year must arrive at Secretary of the Air Force, Inspector General (SAF/IG), 1140 Air Force Pentagon, Washington DC 20330-1140, by 1 February.

3. Inspector General Awards Selection Board. The Deputy Inspector General, SAF/IG, chairs the board.

3.1. Board Membership. The board will consist of three colonels selected by the board chair.

3.2. Rating. Submissions are rated by the selection board using a weighted scale: 60% emphasis on job performance, 20% on initiative, and 20% on professional qualities or training.

4. Description of Award. Award recipients receive an engraved plaque. Leaf award winners are eligible for the Air Force recognition ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*. Names of winning organizations and individuals are engraved on plaques permanently displayed in the Pentagon.

5. Award Announcement and Presentation. SAF/IG will announce award winners by 15 April. SAF/IG or a designated representative will notify the commander and recipients. Presentation of the awards will be at an appropriate ceremony.

NICHOLAS B. KEHOE, Lt Gen, USAF
The Inspector General

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations*, 1 Aug 97

AFPD 90-2, *Inspector General--The Inspection System*, 1 Dec 97

AFI 36-2805, *Special Trophies and Awards*, 1 Jan 98

AFMAN 37-139, *Records Disposition Schedule*, 1 Mar 96

Attachment 2

**REQUIREMENTS FOR JOHN P. FLYNN INSPECTOR GENERAL AWARD
NOMINATION PACKAGE**

A2.1. Part I Letter of Transmittal (One Original).

A2.1.1. Include organization title, command and location.

A2.1.2. Do not include laudatory comments or endorsements.

A2.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter.

A2.2. Part II Narrative Justification (One Original).

A2.2.1. Provide justification in bullet format on a single **AF Form 1206, *Nomination for Award***. Both sides of the AF Form 1206 may be used. Category is either I or II; Commander is either the unit commander or MAJCOM/FOA/DRU/ANG IG.

A2.2.2. The nomination should emphasize specific, tangible achievements which benefited the unit, MAJCOM, or equivalent, and the Air Force. Include quantifiable achievements in both day-to-day activities and initiatives that go above and beyond expectations. This information should be drawn from any management indicators used to evaluate complaint and investigation programs. Use the headings indicated in paragraphs **1.4.1. - 1.4.3.**

Attachment 3**REQUIRMENTS FOR HOWARD W. LEAF INSPECTOR GENERAL AWARD
NOMINATION PACKAGE****A3.1. Part I Letter of Transmittal (One Original).**

A3.1.1. Include nominee's name, grade, duty title, organization, command, and location.

A3.1.2. Do not include laudatory comments or endorsements.

A3.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter.

A3.2. Part II Narrative Justification (One Original).

A3.2.1. Provide justification in bullet format on a single AF Form 1206. Both sides of the AF Form 1206 may be used. Category is either officer or enlisted (or civilian equivalent). Commander is either MAJCOM/FOA/DRU IG.

A3.2.2. Use headings indicated in paragraphs [2.4.1.-2.4.3.](#) Cite specific actions and results. Avoid inflated terms and generalities.